

Administrative Capability Questions (revised 12/23/03)

Will grant administration be handled by existing staff ____ or a new hire ____ ?

Who will be responsible for preparing grant project reports _____

and grant administration reports? _____

How will you pay for grant administration? Grant ____ Local ____ In-kind ____ Other ____

Who will be responsible for overseeing the actual project? _____

Who is the local contact person? Mayor ____ Manager ____ Administrator ____ Clerk ____

Other _____

Who locally can authorize payments for grant funds? _____

What kind of accounting system do you use? _____

Do you have a "fund accounting" system that can separately track grant income
and expenses? _____

How will project costs be tracked and billed to the appropriate agency? _____

Who is responsible for arranging an audit if needed? _____

Where will project and grant files be kept? _____

How will project staff communicate and share information with the administrative
staff? _____

If administrative staff and project staff are preparing reports separately, how
will they be coordinated? _____

What other grants are you currently administering? _____
